



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Room Attributes Photographs of Bookable Rooms

Last Updated April 2010

Room Attributes - Photographs of Rooms

When the Booking Unit are allocated any new Centrally Bookable Rooms the usual procedure is that the Booking Unit will arrange for a photograph to be taken of the room, this file is then saved to O:\CSGdocs\EstatesBuildings\Photos\Rooms.

All photographs need to follow a standard naming convention, which was agreed with the Booking Unit, when saving the file.

When naming the file it has to follow the following format:-

Bldg-Floor-Room.JPG
XXXX-XX-XXXX.JPG

e.g. Room G.01 on the Ground Floor of Appleton Tower would be saved as:-

0201-00-G-01.JPG

The only exception to the above format is where the floor code is on a mezzanine level eg -1M, -2M then the Floor Code will use 3 characters.

Please note when saving the file it cannot be any longer than 20 characters.

The photographs must be saved in the following format to comply with the features of Unix:-

1. The file must be saved in Upper Case.
2. There should be no spaces in the file name.
3. No Sub Folders are allowed.

Once saved in O:\ the details of these rooms can then be viewed at the Room Booking web page below:-

<http://www.ed.ac.uk/schools-departments/estates-buildings/room-bookings/bookable-rooms>

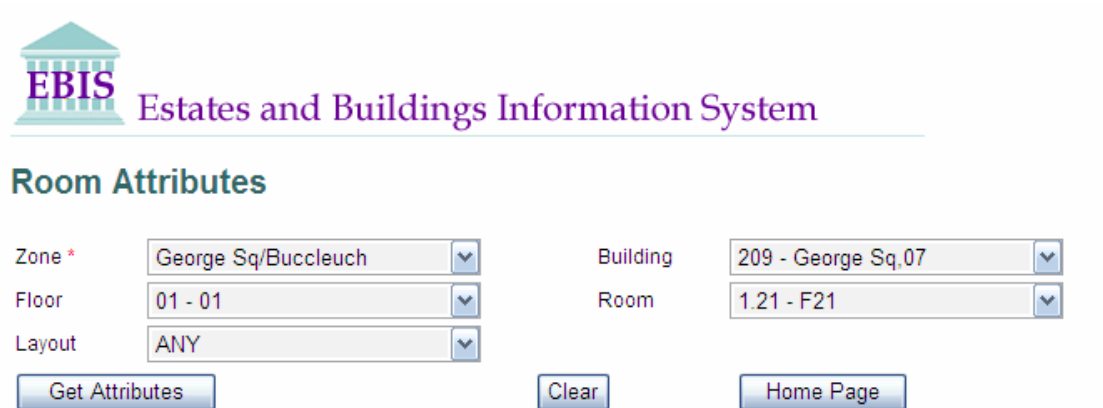
After the file has been saved using the correct naming format in O:\CSGdocs\EstatesBuildings\Photos\Rooms, the Room Booking Unit should then contact EBISUSERS by email with the names of any new photos. EBISUSERS will raise a CMS call to IS to get the photo put Live in Unix in order for the photograph of the room to show in the Room Booking Module under the 'Find Suitable Room' option but in order for the photo to show here the filename needs to be added to the Room Attributes area within Room Booking module on Web by the Room Booking Unit.

Under Administrator Options

Click on Room Attributes

Select Zone, Building, Floor and Room and Layout

Click on Get Attributes



The screenshot shows the EBIS (Estates and Buildings Information System) interface. At the top is the EBIS logo, which consists of a stylized building icon with the letters 'EBIS' in purple, followed by the text 'Estates and Buildings Information System' in a purple serif font. Below this is a section titled 'Room Attributes' in a bold, dark blue font. The form contains six dropdown menus arranged in two columns. The left column has 'Zone *' (selected: 'George Sq/Buccleuch'), 'Floor' (selected: '01 - 01'), and 'Layout' (selected: 'ANY'). The right column has 'Building' (selected: '209 - George Sq,07') and 'Room' (selected: '1.21 - F21'). Below the dropdowns are three buttons: 'Get Attributes' on the left, 'Clear' in the center, and 'Home Page' on the right. All buttons have a blue gradient and a slight shadow.

Zone *	<input type="text" value="George Sq/Buccleuch"/>	Building	<input type="text" value="209 - George Sq,07"/>
Floor	<input type="text" value="01 - 01"/>	Room	<input type="text" value="1.21 - F21"/>
Layout	<input type="text" value="ANY"/>		

The filename which was saved in O:\ then needs to be entered into EBIS in the Graphic1 File name field then click on Update Attributes.

Building Graphic

File Name:

Building Map

File Name:

Graphic 1

File Name:

Graphic 2

File Name:

Graphic 3

File Name:

Graphic 4

File Name:

Graphic 5

File Name: